

**SHERIFF'S CIVIL SERVICE COMMISSION  
MINUTES  
DECEMBER 3, 2018  
Public Works Building, 1<sup>ST</sup> Floor Conference Room, Port Orchard**

**CALL TO ORDER**

Commissioner Robert Forbes called the meeting to order at 8:32 a.m., with Commissioner Timothy Thomas in attendance. Absent was Commissioner and Chair John Poppe.

**REVIEW AND APPROVAL OF MINUTES OF AUGUST 28, 2017**

**MOTION: Commissioner Thomas moved to approve the minutes of August 28, 2017 as written. Commissioner Forbes seconded the motion. Motion carried.**

**1. CONGRATULATIONS TO TIMOTHY THOMAS REAPPOINTMENT**

- Congratulations were given to Timothy Thomas on his 6-year reappointment.

**2. INTRODUCTIONS TO NEW STAFF**

- Carol Mackie, Chief Examiner, introduced Michael Tayman new Human Resources Analyst.

**3. ADOPT NEW CLASSIFICATION FOR PROGRAM COORDINATOR**

- Carol Mackie, Chief Examiner, requested the approval of a new position for a Program Coordinator. Corrections Lieutenant Penelope Sapp explained the positions roles and responsibilities. The purpose of this position is to coordinate services for the inmates to utilize to assist them in their transition to reenter society.

**MOTION: Commissioner Thomas moved to approve adding the position of Program Coordinator. Commissioner Forbes seconded the motion. Motion carried.**

**4. STRIVE ASSESSMENT – LATERAL CORRECTION & LATERAL DEPUTIES ONLY**

- Carol Mackie, Chief Examiner, requested the approval to remove the physical agility requirement for Lateral Correction & Lateral Deputies only. The current process requires both entry and lateral candidates to take a written test and physical agility test through Public Safety prior to being eligible for placement on the register. The physical agility testing is done solely to ensure candidates can pass the physical agility at the academy; which lateral candidates have already successfully passed. The Department is having a hard time recruiting laterals, especially out of state candidates. Public Safety does offer out of state written tests; but candidates must fly to Washington to take the physical agility. The department is hoping that removing this additional step it will increase the lateral applicant pool. The department will continue to do a physical/fitness assessment after the conditional offer of employment; which the current vendor is Strive.

**MOTION: Commissioner Thomas moved to remove the physical agility requirement for laterals to apply. Commissioner Forbes seconded the motion. Motion carried.**

## **5. CHANGES TO DEPUTY SHERIFF 1 & 2 CLASSIFICATION MINIMUM QUALIFICATIONS**

- Carol Mackie, Chief Examiner, requested to remove the minimum qualification of 90 quarter credits or 60 semester hours for Deputy Sheriff 1 and 2 classifications.
- Michael Tayman, Human Resources Analyst researched the counties comparable jurisdictions and the local recruiting market; and found that we are the only agency requiring education. The board reviewed his findings.
- Carol Mackie, Chief Examiner, explained the decline of applicants, lower applicant test scores and low unemployment rates are why the department is looking to review the hiring requirements and are asking to remove the educational requirement. She explained that the goal is to remove this barrier in an effort to increase the applicant pool. The process to determine if they have the skills, aptitude and ability to do the job is still going to remain the same.

**MOTION: Commissioner Thomas moved to remove the college education requirement for applicants. Commissioner Forbes seconded the motion. Motion carried.**

## **6. OTHER BUSINESS**

- Activity Updates - Carol Mackie, Chief Examiner, asked if the board would like to receive a quarterly update on our application pool, open positions, removals from the register and any hiring that has been done. The board requested the quarterly updates.
- Next Meeting Date - the next proposed date is January 28, 2019 more info to be determined.

## **ADJOURNMENT**

There being no further business to come before the Commission, the meeting was adjourned at 9:14 a.m.

## **ATTENDANCE**

### **COMMISSION MEMBERS**

Robert Forbes  
Commissioner  
Timothy Thomas  
Commissioner

### **STAFF**

Carol Mackie  
Chief Examiner

### **GUESTS**

Gary Simpson  
Sheriff's Office  
Dave White  
Sheriff's Office  
Mark Rufener  
Sheriff's Office  
Lori Blakenship  
Sheriff's Office  
Penelope Sapp  
Sheriff's Office  
Chad Birkenfield  
Sheriff's Office  
Michael Tayman  
Human Resources

---

Carol Mackie, Chief Examiner

**NOTE: These minutes are not verbatim.**